



The ACADEMY

South Bay Regional Public Safety Training Consortium

3095 Yerba Buena Road, San Jose, CA 95135 ♦ Phone (408) 270-6458 ♦ Fax (408) 238-0286

Staff Assistant for Facilities / Operations

Part-Time As Needed

Job Announcement

SALARY – Range74

\$18.97 – \$23.05. hr
2006-2007 Salary Scale

DEFINITION

The Staff Assistant for Facilities is responsible for providing instructional, operational and administrative support services associated with instructional programs at the Consortium's multiple training sites.

ASSIGNMENT

This is an hourly position. General assignment is 40-hours per week; 8:00 a.m. - 5:00 p.m. Monday through Friday. Some weekend and weeknight hours based on Consortium needs.

DISTINGUISHING CHARACTERISTICS

Position requires strong organization skills, attention to detail and ability to manage a variety of projects and activities. Ability to Self-initiate, work without close supervision and communicate effectively with others is also required.

REPORTING RESPONSIBILITIES

Reporting directly to the Facilities Coordinator, the position works with a small team of individuals who ensure quality instructional support services. General supervision is provided by management personnel.

EXAMPLES OF DUTIES

Depending on assignment, duties may include, but are not limited to, the following:

- Maintain and assure security of inventory and storage locations at Consortium sites.
- Management of equipment, tools, materials and re-usable supplies.
- Monitor and manage equipment and room reservations.
- Conduct, monitor and record inventory.
- Deliver and pick-up supplies, materials and equipment as needed.
- Coordinate with Consortium personnel to ensure equipment and supply needs are met in a timely and quality manner.
- Maintain appropriate stock of necessary supplies and equipment.
- Perform basic shipping/receiving activities with merchandise, equipment and supplies.
- As required, perform basic informational activities in determining pricing, availability and specifications of necessary supplies, equipment and materials.
- Ensure safe handling, storage and proper labeling of hazardous materials and hazardous waste products. Obtain and maintain Material Safety Data Sheets.



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<http://www.theacademy.ca.gov>

- Clean and maintain tools and equipment and ensure their safekeeping.
- Perform preventative maintenance on equipment, facilities and calibrate and make minor repairs or order service calls as authorized.
- Perform a variety of office work such as preparing purchase requisitions, receiving logs, photocopying, distributing the mail, and answering the telephone.
- Assist in maintaining routine records, files, inventories, and reports.
- Work with and identify vendors that provide services to Consortium.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Ability to work without close supervision and strong attention to detail;
- Strong interpersonal skills both internally and externally;
- Understanding of procedures and practices of shipping/receiving, record keeping and inventory control systems;
- Understanding of procedures and practices of maintaining facilities, vehicle fleet, public safety equipment and firearms
- English usage, grammar, spelling and punctuation.

Ability to:

- Monitor, manage and complete procedures for expenditures.
- Operate a computer with appropriate software.
- Order, procure and issue materials and equipment while maintaining proper procedures and controls.
- Self direct own professional training and development;
- Utilize reasoning skills to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Effectively communicate, orally and in writing with others and interact with individuals of diverse socio-economic and ethnic backgrounds;
- Lift and move up to 50 pounds.
- Complete, organize and coordinate a variety of projects concurrently;
- Operate equipment and tools including power washers, vehicles, basic hand tools and public safety instructional equipment;
- Complete general facilities work including cleaning, painting and general repairs;
- Self-initiate and work independently in carrying out assigned duties.
- Establish and maintain effective working relationships with staff, students, outside agencies, media representatives, vendors and the general public;
- Maintain and assure proper business relationships with vendors and organizations doing business with Consortium to comply with legal and ethical standards;

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities would be qualifying. The knowledge and abilities could be obtained from education equivalent to the twelfth grade and two years of experience performing a variety of support services.

LICENSE, CERTIFICATES AND CLEARANCES:

Must possess or have the ability to possess a valid and current Department of Justice Firearms Clearance Record, California Drivers License and DMV Printout.

BENEFITS:

This is a non-benefited part-time hourly position as needed.

SALARY:

Range 74A \$18.97 to \$23.05 hourly based upon 2006/07 Salary Schedule.

FIRST REVIEW DATE:

OPEN UNTIL FILLED -

REQUIRED APPLICATION PROCEDURES:

Only applications meeting the required qualifications will be forwarded to the screening committee for review. It is the responsibility of the applicant to submit all application materials as a complete package by the First Review Date.

1. A completed, signed, South Bay Regional PSTC Application
2. Resume (optional)

Only complete applications will be considered.

TO REQUEST AN APPLICATION:

Visit our website: www.theacademy.ca.gov

E-mail: norma.rivellini@theacademy.ca.gov

Telephone 408-270-6458

SUBMIT APPLICATION MATERIALS TO:

South Bay Regional PSTC Attn: Ms. Norma Rivellini

3095 Yerba Buena Road

San Jose, CA 95135-1599

Phone: (408) 270-6458 Fax: (408) 238-0286

- Upon Hire the successful candidate must provide the required documents of identity and authorization to work and attest he/she is authorized to work in the United States.
- We are unable to return or duplicate application materials.
- Candidates must assume all travel costs if invited to interview for the position.

"South Bay Regional PSTC is an Equal Opportunity Employer committed to nondiscrimination on the basis of ethnicity, race, color, language, accent, immigration status, ancestry, national origin, age, gender, religion, sexual orientation, transgender, marital status, veteran status, medical condition, and physical or mental disability consistent with applicable federal and state laws. Reasonable accommodations will be provided for applicants with disabilities who self disclose."